

Morgan County R-1

JOB DESCRIPTION

TITLE: SCHOOL SPECIAL EDUCATION OFFICE PARAPROFESSIONAL

GENERAL DESCRIPTION: The purpose of the position is to provide special education records management to the Director of Special Education and Case Managers and to provide student support to individuals within the school environment. The Special Education Office Paraprofessional is primarily responsible for the management of special education records for both students and staff including, but not limited to special education student records, staff hours, district reporting of special education data, and other such responsibilities as assigned. This position also provides support such as greeting and attending to special education office visitors, greeting and attending to school staff, answering phones, taking messages, and coordinating general school office operations as assigned.

QUALIFICATIONS: High school diploma or GED, 60 College Hours Preferred; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. Knowledge of word processing, spreadsheets, student database, and other office software.

KNOWLEDGE: As this position is a highly visible position serving the school community and interacting with outside agencies, knowledge of general school office or a professional office environment is required. This position also requires an appreciation and understanding for multi-tasking in a service oriented environment.

SKILLS:

- Must have good human relation skills and be able to communicate well with others.
- Must have the ability and willingness to learn a wide variety of tasks required in special education recordkeeping and school office operation.
- Must be able to multi-task and be flexible to meet the varying needs of school staff, students, parents, and office visitors.
- Must be able to work with noise levels of a typical school.
- Must have good working knowledge of electronic communication, word processing and spreadsheets, and be comfortable with student database software as well as general office equipment operation such as phones, fax, copier, etc.

ABILITIES;

- Requires the ability to communicate a variety of information in written and oral formats
- Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
- Requires conscientious attention to detail and commitment to accuracy for local, state, and federal reporting has a direct influence on district funding and operations.
- Requires significant confidentiality responsibilities due to student, parent, and staff interactions.
- Requires the ability to perform basic mathematical computation and to utilize and/or interpret graphs.
- Requires the ability to exercise independent judgment to meet variations in tasks
- Requires the ability to operate a computer to enter, retrieve, review, or modify data utilizing word processing, database, and software programs.
- Requires the ability to operate, maneuver and/or control the actions of equipment, tools, and/or materials used in performing essential functions.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against criteria.

CLASSIFICATION:

This position is designated as a support staff position subject to the Morgan County R-1 School District Support Staff Handbook and School Board Policy. Position is subject to availability of federal funds.

REPORTS TO: Director of Special Education

SPECIAL EDUCATION RECORDS MANAGMENT/DUTIES:

- Provides meeting coordination between parents, case managers, and Director of Special Education.
- Files meeting notice requests in each students file.
- Mails meeting notice to parents as needed.
- Copies and distributes the evaluation permission to test to the assigned case manager.
- Receives student progress reports from case managers and other school support specialists.
- Completes EOM (End of Month) procedure to include uploading and filing.
- Files all reports in student files.
- Receives new IEPs, makes copies for classroom teacher(s) and other school staff as assigned, and files the original in the student file.
- Gathers and reports special education data as requested by school and district administration.

- Attends training and workshops deemed necessary to perform duties.
- Prints, maintains, and distributes all special education reports as needed.
- Submits copies of timesheets to district office for issuance of paychecks.
- Submits technology work orders for special education staff.
- Orders special education supplies.
- Orders and maintains all special education office supplies and equipment.
- Submits order requests to school office for purchase order.
- Develops, updates, and copies special education forms and other such information as needed.
- Keeps a supply of forms readily available.
- Types, proofreads, revises, updates, copies, assembles, and distributes special education booklets and manuals.
- Demonstrates positive interpersonal relationships with students, staff, parents, and community members.
- Maintains confidentiality.
- Demonstrates punctuality, good attendance, and work ethic for all duties.
- Responds to requests in a timely manner.
- Adheres to school board policies and administrative procedures.
- Adheres to all state and federal laws, rules, and regulations.
- Answers phones, directs calls, and/or takes messages.
- Assists with special education state on-site and other such visitations.
- Composes, types, proofreads, copies, distributes, and files letters, memos, meeting notices, IEPs, and other special education related documents as requested.
- Copies and distributes materials as needed.
- Files, maintains, and sets up all in-school special education student files.
- Maintains accurate student records moving students from active to inactive status as needed, and weeding out old records per school district policy.
- Organizes the special education office area for efficiency, safety, and appearance.

WORKING ENVIRONMENT:

Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

- While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at a keyboard or work station.